

## eSMR User Group Meeting

**Date:** February 13, 2008

**Time:** 10am-3pm

**Room:** [City of Santa WWTP, 110 California Street, Santa Cruz, CA](#)

Special Instructions: The facility has a secure gate that will open to users who use the following code on that day. Please note that the code is live only for that date. Everyone that approaches the gate needs to use the mounted to their left in front of the gate. They would need to cancel any messages scrolling on the LED of the keypad by pressing ##. Then they should punch in the following 4 digits in quick succession: 9228; (It will be active only for 2/13).

**Teleconferencing Number:** 916-262-2271

**WebEx Session Name:** eSMR User Group

**WebEx Password:** water24

**WebEx URL:** <http://waterboards.webex.com/waterboards>

Item	Description	Purpose	Time	Lead
1	Meeting Items	<ul style="list-style-type: none"> <li>Introductions</li> <li>Approve past minutes</li> <li>Review agenda</li> <li>Past Action Items</li> </ul>	15	Ron
2	Analytical Tool Mockup	<ul style="list-style-type: none"> <li>Review Mock-up</li> <li>Solicit suggestions</li> </ul>	30	James
3	Level 2 Mock-up Screens	<ul style="list-style-type: none"> <li>Review mock-ups</li> <li>Solicit suggestions</li> </ul>	90	Francisco
4	Summary	<ul style="list-style-type: none"> <li>New action items</li> </ul>	5	Ron

### ***Current Action Items:***

Item	Who	Action Item	Status/Notes
1	Darrin/Russ	Coding Process	1/30/2008: Decide on policy of electronic submission process. Decide if submission is required in both electronic and paper format.
2	Don/All	Drop-down Lists	1/30/2008: Review drop-down values used for electronic coding process and determine if there are any missing or no longer valid.
3	Hoang/Francisco Don/Rassam	Level 2 Design Mock-ups <a href="#">#4630</a>	2/6/2008: Changes needed.  1/30/2008: Mock-up screens creation. At conclusion of requirements gathering complete mock-up screens will be created.
4	Ron/Don	Discharger Submission	1/30/2008: Review Mantis issues related to "discharger screen", "error check", and "CDF Tool".
5	Don	Accelerated Monitoring	1/30/2008: Discuss with Russ/Susan/Dan (1) interpretation, (2) how to handle, (3) develop a use case testing scenario to ensure system accommodates requirements.

Item	Who	Action Item	Status/Notes
6	Ron	Level 3 Process Flow	1/30/2008: Develop level 3 process flow document.
7	Ron	Level 2 Requirements Document	1/30/2008: Finalize level 2 requirements document.
8	Ron	Alpha/Beta Testing	2/6/2008: E-mail ron@waterboards.ca.gov to be part of testing team.  1/30/2008: Coordinate alpha and beta testing groups.
9	Darrin	USEPA Upload	2/6/2008: Data transfer will be part of eSMR 2.5 effort.  1/30/2008: Policy on data transfer to USEPA.